**PSS CHEAT-SHEET FOR CYCLE 25 PANEL MEETINGS**

**Actions for triaged proposals**
- For those proposals that are indeed triaged, no further action will be required, except for notification comments, which is the responsibility of the Primary Reviewer to pull together. However, for any proposals that the panel resurrects off the triage list, and decides to discuss in full, you can uncheck the Triage status and it will then be available for Grading and Ranking.

**Actions for each proposal**
- Check/Announce for conflicts. Major conflicts should leave the room; Minor can discuss but not vote.

- Only bring up Technical Comments in the Notes Tab after discussion if proposal appears to be favorable. Very few Proposals have Technical Comments. Use this area if you ask for a Technical Review.

- Administrative Notes Tab. These should be such things as: SPG staff came in to comment on policy X; Instrument Scientist came in to explain Y; ODM staff came in to discuss scheduling; who has left the room for Major conflicts. **Please remember that no proposal can be rejected on technical grounds without having STScI discussion of the issue. You do not need to take detailed discussion Notes.**

- Review Resources for Proposals for non-Standard Requests:
  - **GO proposals:** Explain any differences from Requested # of orbits in the Administrative Notes.
  - **SNAP proposals:** Explain any differences.
  - **JOINT proposals:** Explain any differences.
  - **Other Resources** (long-term status, TOO time, coordinated parallels, or observations marked as duplications): **Please make sure panel discusses these issues: otherwise the time will not be awarded.** These resources are in the PDF Proposal, not the Web Tool.

- **GRADING:** Go to the Final Grades (Under Views), to watch as the grading takes place. Please alert any reviewers that their grades haven’t made it. Once discussion of the next proposal begins and all previous grades have been entered, “LOCK” the Grade. If anyone wants to change their grade, they then need to alert you so that you can “UNLOCK” it for a valid reason. Don’t let them just change their grade after discussion of another proposal because they are comparing the 2.

**Actions after discussion and voting on all proposals has been completed**
- Conflict Rules apply to Ranking same as the do for Grading.

- Go to the Final Ranking View and then click on the Ranking Actions and Rank Panel. This will automatically Rank the panel based on Final voted grades and display that ranked list. Everyone will have access in the Web-Reviewer System to see the Ranked List, however only you, the Chair and I will have Ranking and Update privileges.

- If anyone would like a printout, you can generate the Final Ranking Excel Report back under Panel Administration/Reports.

- Change the ranks by drag and drop as instructed by the panel of those proposals in question. The panel CAN’T change any grades during the ranking phase you can only change the ranks. The end result should be 1 merged ranked list. They can filter on Type to look at just GO or AR or Snaps.
Special Actions:
- For **Small GO** proposals, the panel should determine where their Allocation line is and they should carefully rank about twice the panel allocation. They should also set a DO NOT Support line. This line should be conveyed to Brett Blacker, via email.

- For **Medium GO** Proposals, the panel should determine where their Allocation line is and if any Medium proposals are above that line, please ZERO out the Voted Orbits, as that will show the allocation with the Medium Proposal above the line. *Don’t let them arbitrarily move a Medium above the line, just to get a Medium in.*

- For **SNAP and AR** proposals, the panel should make sure any proposal they want to support is above the nominal Small GO proposal orbit allocation. SPG will use that as a guide to determine the overall Snapshot and Archival Research Recommendations. *Don’t let them arbitrarily move them up, just to allocate them.*

- For **UV Initiative Proposals** the panel should review their proposals to see how well they did against the 40% guideline.

- To **Reject a Duplicate Proposal** that is being approved, set the Rank to right above the Triage line. Make note of the reason in the Administrative Notes.

- Verify the reviewers have entered the comments into the Web-Reviewer System. Make sure if there are any relevant technical notes that they are provided as feedback, as those won’t be automatically forwarded to the Proposers.

**Actions for the TAC proposals being reviewed by your panel**

Your panel will review some TAC proposals, including some or all of the following: Treasury, Legacy, Large, Snap, and Pure Parallel proposals. These proposals are not entered into the panel’s Web Tool, but you have a copy of them in your download. When these proposals are discussed in your panel, you should check, for each one, the conflicts of interest and, in the case of conflict, follow the same rules as the panel proposals.

Take notes on the conflict actions on the TAC proposals (if there are no conflicts, please make a note that the proposal presented no conflicts), and give send the final summary of the conflict of interest notes for the TAC proposals to Brett Blacker at the end of the meetings.